Oral Presentation Guidelines

A. Schedule, Set-up, and Equipment

1. Rooms will be equipped with laptops and LCD projectors. Please bring your oral presentations on a USB drive.

2. Oral presentations are scheduled for a total of 15 minutes of which 10 minutes is allocated for the presentation and 5 minutes for questions.

3. Presenters will be assigned a specific time slot and room for their oral presentation. Presenters will forfeit the opportunity to present if they are more than 5 minutes late for their presentation.

4. Presentations must be set up in the time allotted before the session.

B. Criteria for Judging Oral Presentations

Oral presentations will be evaluated based on the following criteria:

- Quality and relevance of the abstract

- Content – Clearly explain the objectives of the research and why the research is important; hypothesis/statement of the problem; methods and controls: results; and conclusions and future research; and references and acknowledgements.

- Graphics -- Illustrations should be simple and bold and photos should clearly show pertinent details. Graphic materials should be self-explanatory and should enhance your verbal presentation and discussion.

- Presentation – Presenters should demonstrate a good understanding of the study and related areas and responds effectively and clearly to questions.

- Adherence to the time limit.

C. Suggestions & Tips

1. All photo and text material should be self-explanatory and meant to enhance the verbal presentation.

2. All units and axes of graphs and charts should be clearly labeled.

3. Voice projection should be loud enough for the entire room to hear.